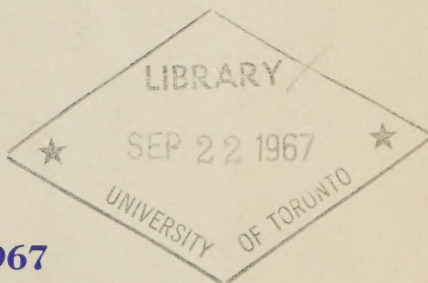GOVERNMENT OF CANADA

Public Service Examinations

SPECIMEN QUESTIONS

and

GENERAL INFORMATION

JANUARY 1967

Public Service Commission of Canada

GOVERNMENT OF CANADA

Public Service Examinations

General Information
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Specimen Questions

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PUBLIC SERVICE COMMISSION OF CANADA

Introduction

This booklet is designed to acquaint the prospective applicant with the formalities surrounding competitions for public service employment and with the types of written examinations he will be required to pass. It contains some general information and examples of questions. Obviously these questions will not be used in future competitions, nothing is to be gained, therefore, by memorizing the answers which are to be found at the end of the booklet.

How to Keep Informed

Persons wanting to apply for employment in the public service should be on the watch for announcements of competitive examinations. Descriptive posters are usually displayed on public notice boards in main Post Offices, Manpower Centres and Public Service Commission offices. Frequently, advertisements are placed in daily newspapers and periodicals. From the date of the announcement of a competition, a period of about three weeks is usually allowed during which applications may be filed.

How to Apply

To enter any competitive examination a candidate should fill out the official APPLICATION FORM. Copies of these application forms may be obtained at post offices in cities and large towns, Manpower Centres, or from the head office or any district office of the Public Service Commission. Application forms should be filled out carefully and completely. Applicants are cautioned to quote correctly the position title and the competition number as given on the poster.

While Canada-wide competitive examinations are usually arranged and conducted by the head office of the Public Service Commission in Ottawa, District offices of the Commission administer local competitions for many of the appointments in the provinces served by those offices. District offices are located in Calgary, Edmonton, Halifax, London, Moncton, Montreal, Ottawa, Quebec, Regina, Saint John, N.B., St. John's, Nfld., Saskatoon, Toronto, Vancouver, Victoria and Winnipeg. A person applying for a position should read carefully the descriptive poster to determine which office of the Commission is conducting the competition in which he is applying. Applications incorrectly addressed cause inconvenience to all concerned.

What Happens Next

When arrangements have been completed for holding the examination, the candidates are further advised, by mail, of the place, the date and the time. They are sent a form called an "admission order" which must be filled in in presence of the supervisor and handed over to him.

An effort is made to hold examinations in or near the place of residence of the applicant. However, an applicant who is required to travel some distance to and from the place of examination must ordinarily pay his own expenses.

Written Examinations

Written examinations are designed to evaluate candidates' knowledge and their aptitude in a number of areas. However, for the great majority of classes of positions in the public service, the capacities

and abilities of applicants are not measured by a written test alone. The school record and background of experience of the candidate are of equal and sometimes of greater importance. There is no formal way to prepare for a written examination. Obviously, when special skills are involved, as for instance, in the case of stenographers or typists, regular practice will most likely result in a higher standing for the candidate. There is nothing extraordinary or mysterious about these written tests. Any examination should always be approached calmly and with assurance. In a state of anxiety or nervousness, no one gives his best performance. Confidence breeds success.

Scoring Examinations

Special answer cards and pencils provided by the supervisor are used for most of these examinations. These answer cards are scored by an electronic machine that finds the total number of correct answers. It is most important that candidates follow directions carefully.

Those candidates who have been successful in the written examination are generally called to an oral examination, this being the second part of the competition.

Learning About the Results

When a competition has been completed, written notices are sent to all candidates — both successful and unsuccessful — informing them of their results. In the case of successful candidates the notice states that their names have been placed on an "Eligible List". This is not to be taken as an offer of employment.

The Eligible List

Each competitive examination results in the setting up of what is known as an "Eligible List". This is simply an official record of the names of all the successful candidates arranged in order of their standing in the examination. These lists are usually valid for one year and are occasionally extended for a longer period. Appointments are made in order of rank. It is rarely possible to forecast how many appointments will be made as a result of any competitive examination, since the number depends on future staff requirements of the department, or departments, in which that class of position is used. Generally, for as long as there is a sufficient number of qualified people on the eligible list, no new competition is necessary. Successive competitive examinations for the same class of position, therefore, do not follow one another at regular intervals. For certain of the larger classes examinations may be held frequently.

Using the Special Answer Cards

For convenience and speed in scoring written examinations, a special answer card is generally used. A section of this answer card is shown below. The figures at the left correspond to the numbers of the questions. To the right of each number are five "bubbles" ∩ numbered 1 to 5. On the question sheet five answers are given after each question and the candidate is required to select the one which he considers to be the best answer for the question. He then records his choice by making a heavy black pencil mark in the "bubble" having the corresponding number. A special pencil is provided for this purpose. The following sample illustrates the manner in which answers are recorded on the answer card.

1. APPLE is to FRUIT as RADISH is to
   (1) vegetable (2) tomato (3) red
   (4) good (5) salad

   Since a radish is a vegetable,
   the correct answer is (1).
   Therefore, opposite row **1**,
   (because this is question 1),
   ∩ is blackened.

2. Which is the next number in the series?
   2, 4, 6, 8, 10,
   (1) 9 (2) 12 (3) 11
   (4) 14 (5) 13

   ANSWER CARD

   Since 12 is the next number in
   the series, the correct answer is (2).
   Therefore, opposite row **2**,
   (because this is question 2),
   ∩ is blackened.

3. Which one of the following things
   least resembles the four others?
   (1) eagle (2) pigeon (3) canary
   (4) owl (5) salmon

   Since salmon least resembles
   the other four which are birds,
   the correct answer is (5).
   Therefore, opposite row **3**,
   (because this is question 3),
   ∩ is blackened.

[7]

Types of Questions

Types of Questions

Written examinations, other than special knowledge examinations, are usually made up of one or several of the following types of questions.

ARITHMETIC

1. Add the following: 26, 4037, 117, 41, 101
    (1) 4321   (2) 4322   (3) 4232   (4) 4302   (5) none of these

2. Multiply 147 by 37
    (1) 7149   (2) 7029   (3) 6439   (4) 5439   (5) none of these

3. $12\frac{1}{2}\%$ of 144 is
    (1) 12   (2) 18   (3) 28   (4) 32   (5) none of these

4. 15 is what per cent of 180?
    (1) $8\frac{1}{3}$ (2) 12   (3) 27   (4) $8\frac{7}{9}$ (5) none of these

5. If two pencils cost 15 cents, what would 12 pencils cost at the same rate?
    (1) 60¢   (2) 90¢   (3) $1.20   (4) $1.80   (5) none of these

6. What will Paul's age be in 7 years if he was 15 five years ago?
    (1) 22   (2) 27   (3) 20   (4) 21   (5) 25

7. What number added to 7 makes two more than half of twenty?
    (1) 3   (2) 4   (3) 2   (4) 5   (5) 6

8. For every 2 pencils A has, B has 3. If they have 15 pencils between them, how many has B?
    (1) 9   (2) 3   (3) 6   (4) 10   (5) 5

9. A clerk sold 200 two-cent stamps, one-half as many five-cent stamps as two-cent stamps and one-quarter as many ten-cent stamps as two-cent stamps. What was the total value of these sales?
    (1) $10   (2) $17   (3) $12   (4) $14   (5) none of these

10. Bill can fill a box with sand in 10 minutes. George takes only 5 minutes to fill the same box with sand. How long will it take to fill the box if they work together?
    (1) 7 minutes   (2) 5 minutes   (3) $3\frac{1}{3}$ minutes   (4) $7\frac{1}{2}$ minutes
    (5) $3\frac{1}{2}$ minutes

BLOCK DESIGN ANALYSIS

This test involves a series of designs, each of which is made up of nine blocks from among the following six types:

For each question you are to decide how many times the block, shown at the beginning of the question appears in the accompanying design on a reduced scale.

1.   appears in the design on the right

exactly (1) (2) (3) (4) (5) times.

2.   appears in the design on the right

exactly (1) (2) (3) (4) (5) times.

3.   appears in the design on the right

exactly (1) (2) (3) (4) (5) times.

CHECKING

Names and Addresses

For each of the following questions count the number of changes there are in the *Copy* as compared with the *Original* and blacken the "bubble" numbered the same as the total number of changes. If numbers or letters are interchanged this is considered two changes — e.g. 67 changed to 76 would constitute two changes.

ORIGINAL	COPY
1. John B. Shortclif, 173 Reicher Avenue.	John B. Shortcliv, 173 Reecher Avenue.
2. Raymond G. Schaef, 2991 Breezehill Ave.	Raymond C. Scheaf, 2911 Breesehill Ave.
3. LaFleur and Aubin, No. 4980, Rideau Apts.	LaFluer and Aubin, No. 4908, Rideau Apts.

Numbers

Each question consists of a group of five numbers. For each question select the number which is *different* from the other four in the question.

[10]

1.   (1) 23152   (2) 23153   (3) 23152   (4) 23152   (5) 23152
2.   (1) 517896   (2) 517896   (3) 517896   (4) 517986   (5) 517896
3.   (1) 7214712 (2) 7214712 (3) 7214721 (4) 7214712 (5) 7214712

Pairs

Below, four pairs of numbers or names are given. In each question, count the number of pairs which are different. If one of the four pairs is different, the answer is "1"; if two pairs are different, the answer is "2"; if three pairs are different, the answer is "3"; and if all four pairs are different, the answer is "4". *If all the pairs of a question are the same, the answer is "5"*.

1.   19   19
     Hanson   Hansen
     21   22
     38   28

2.   902176   902176
     L.A. Ethier   L.A. Ethien
     P.T. Rosslyn   P.T. Roselyn
     172069   172069

3.   65148   65148
     80652   80652
     921801   921801
     791582   791582

Each of the following two questions consists of five pairs of 7-digit numbers. Some of the two 7-digit numbers which form each pair are identical, others are different. In each question you are to count the number of pairs in which the two 7-digit numbers are identical. If only one of the pairs has identical numbers, the answer is "1"; if two pairs have identical numbers, the answer is "2"; if three, the answer is "3"; if four, the answer is "4"; if five, the answer is "5".

1.   1923763   —   1923763
     4971463   —   4971468
     3121317   —   3131317
     8291467   —   8294167
     9194237   —   9194237

2.   1949329   —   1949329
     2914678   —   2914678
     3173121   —   3173121
     6341974   —   6341974
     5370038   —   5370038

Reversed Numbers

1. 925 reversed is which one of the following?

    (1) 952   (2) 529   (3) 295   (4) 259   (5) none of these

2. 7123 reversed is which one of the following?

    (1) 3271   (2) 3721   (3) 3217   (4) 7321   (5) none of these

3. 6729 reversed is which one of the following?

    (1) 6279   (2) 6927   (3) 9726   (4) 9276   (5) none of these

Inscriptions

1. Blacken the bubble which bears the same number as the number of differences between these two inscriptions:

    4325197382569347   4323197352567347

2. Blacken the bubble which bears the same number as the number of differences between these two inscriptions:

    TPHYAWSITOXMACOPEU   TRHYAWZITAXNACOPAU

3. Blacken the bubble which bears the same number as the number of differences between these two inscriptions:

    C56GJSW38KNP7K8GT   C36QJSWZ8KNP7T8GT

CODING

RMLP	RPLM	RLMP	RMPL	RLPM
1	5	4	2	3

Each of the following questions consists of an arrangement of four letters "R", "L", "M" and "P". For each question you are to match the arrangement of letters with the code number given for that particular arrangement in the code table above.

1. RMPL
2. RMLP
3. RLPM
4. RPLM
5. RLMP

DIAGRAM ANALOGIES

From the five options, select the one which bears the same relationship to figure Z that figure Y bears to figure X.

[12]

	X	Y	Z	(1)	(2)	(3)	(4)	(5)
1.								
2.								
3.								
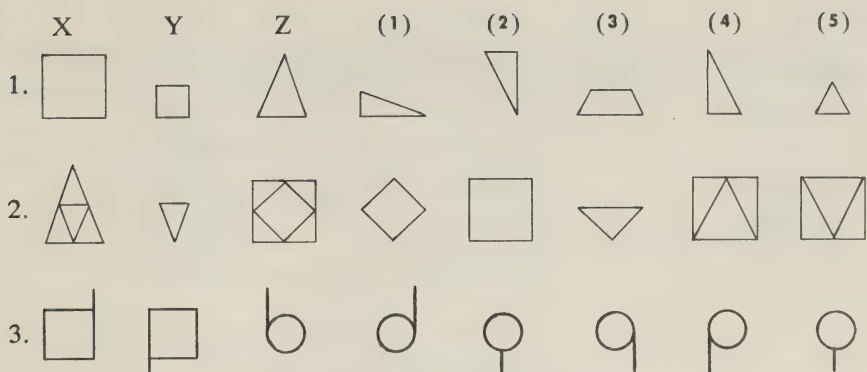
FILING

Dates

For each question select the *third most recent* of the five dates.

1. (1) April 1902   (2) August 1902   (3) November 1901
    (4) September 1907   (5) January 1901

2. (1) June 1964   (2) April 1963   (3) January 1959
    (4) August 1962   (5) January 1962

3. (1) June 27, 1911   (2) June 18, 1910   (3) June 20, 1911
    (4) July 31, 1911   (5) September 11, 1911

Inscriptions

For each question select the inscription which would be *third* if the five inscriptions were arranged in alphabetical order.

1. (1) PSUNG   (2) SVLTH   (3) KMALJ   (4) TOVRH   (5) SPAHT

2. (1) CHPAM   (2) BEXOP   (3) BEWIX   (4) CRLIY   (5) CHRAS

Names

For each question select the name which would be *third* if the five names were arranged in alphabetical order.

1.		2.		3.	
(1) Robb		(1) Jardine		(1) Thiele	
(2) Jones		(2) Anger		(2) Tompson	
(3) Decker		(3) Carriere		(3) Thomas	
(4) Topp		(4) Caldwell		(4) Thompson	
(5) Séville		(5) Martel		(5) Thomson	

[13]

Numbers

For each question select the number which would be *third* if the five numbers were arranged from the smallest to the largest.

1.		2.		3.	
(1) 7187		(1) 21919		(1) 676783	
(2) 7871		(2) 22919		(2) 676787	
(3) 6767		(3) 22161		(3) 677671	
(4) 6986		(4) 21723		(4) 677761	
(5) 8203		(5) 22121		(5) 676192	

FOLLOWING DIRECTIONS

1. Blacken the bubble which has the same number as the number of times that S is followed by T and preceded by W or Y in

   S W S T E Y S X Y W S T P S T W S T P Y S W Y S T P

2. If the day before yesterday were the day after Saturday, the day after tomorrow would be

   (1) Thursday   (2) Friday   (3) Saturday   (4) Sunday   (5) Monday

GENERAL KNOWLEDGE

1. The unit of currency of the Netherlands is the
   (1) mark   (2) dollar   (3) gulden   (4) pound
   (5) crown

2. The cobra is a
   (1) tree   (2) snake   (3) musical instrument   (4) fire-arm
   (5) kind of fur

3. The Amazon is a
   (1) volcano   (2) continent (3) river   (4) lake
   (5) glacier

4. Caruso was a famous
   (1) explorer   (2) painter   (3) athlete   (4) singer
   (5) mathematician

5. Botany is the science of
   (1) plants   (2) planets   (3) birds   (4) minerals
   (5) fish

[14]

GRAMMAR

The following two questions consist of three sentences. You are to decide which sentence(s) is(are) grammatically correct.

1. (a) He don't know the answer.
   (b) John and me are going.
   (c) She is older than I.
      (1) c only   (2) a and b only   (3) b only
      (4) b and c only   (5) a and c only

2. (a) The number of applicants is large.
   (b) I told the dog to lie down on the bed.
   (c) Is that him sitting in the office?
      (1) a, b and c   (2) a only   (3) a and c only
      (4) c only   (5) a and b only

INTERPRETATION OF TABLES

MINERAL PRODUCTION BY PROVINCES

1944-46

Province	1944		1945		1946	
	Value $	P.c. of Total	Value $	P.c. of Total	Value $	P.c. of Total
Nova Scotia	33,981,977	7.0	32,220,659	6.5	35,350,271	7.0
New Brunswick	4,133,902	0.9	4,182,100	0.8	4,813,166	1.0
Quebec	90,182,553	18.5	91,518,120	18.3	92,785,148	18.4
Ontario	210,706,307	43.4	216,541,856	43.4	191,544,429	38.1
Manitoba	13,830,406	2.8	14,429,423	2.9	16,403,549	3.3
Saskatchewan	22,291,848	4.6	22,336,074	4.5	24,480,900	4.9
Alberta	51,066,662	10.5	51,753,237	10.5	60,082,513	12.0
British Columbia	57,246,071	11.8	64,063,842	12.8	74,622,846	14.8

The following questions are based on the above table.

1. What was the value of the mineral production for the province of Alberta in 1944?
      (1) $22,291,848   (2) $51,753,237   (3) $51,066,662
      (4) $60,082,513   (5) $57,246,071

2. In 1945, how many provinces produced less than in 1946 and more than in 1944?
      (1) 3   (2) 4   (3) 5   (4) 6   (5) 7

[15]

JUMBLED SENTENCES

1. than better heads two are one
   If the above words were arranged to form a sentence, the FIRST letter of the last word would be

   (1) t   (2) a   (3) h   (4) b   (5) o

2. is world in Asia the in highest peak the
   If the above words were arranged to form a sentence, the LAST letter of the last word would be

   (1) t   (2) a   (3) k   (4) e   (5) n

LOGICAL INFERENCE

1. All four-footed creatures are animals. All dogs are four-footed. Therefore,

   (1) creatures other than dogs can walk   (2) all dogs can walk
   (3) all dogs are animals   (4) all animals are dogs
   (5) there are no two-footed creatures

2. Desk "A" has more drawers than has Desk "B". Desk "C" has the same number of drawers as has Desk "A". Therefore,

   (1) Desk "A" has fewer drawers than Desk "C"
   (2) Desk "C" has fewer drawers than Desk "B"
   (3) Desk "C" has more drawers than Desk "B"
   (4) Desk "B" has the same number of drawers as Desk "C"
   (5) Desk "B" has more drawers than Desk "A"

MEMORY TEST

Study the following paragraph for several minutes and try to memorize as much of the information from the text as possible.

> "Ontario and Quebec each account for about one third of the milk cows in Canada and a corresponding share of the total milk production. In 1962 there were 2,956,000 milk cows on farms compared to 3,006,000 in 1952, excluding Newfoundland."

Below is the same paragraph except that it contains numbered blank spaces in lieu of four key words and expressions. You are to remember which *one* of the choices given for each question has been deleted.

> "Ontario and *(1)* each account for about *(2)* of the milk cows in Canada and a corresponding share of the total milk production. In *(3)* there were 2,956,000 milk cows on farms compared to *(4)* in 1952, excluding Newfoundland."

1. (1) British Columbia   (2) Quebec   (3) Manitoba
   (4) New Brunswick   (5) Prince Edward Island

2. (1) one-quarter   (2) three-fifths   (3) one-third
   (4) two-thirds   (5) one-half

3. (1) 1962   (2) 1953   (3) 1942
   (4) 1951   (5) 1964

4. (1) 6,000,000   (2) 4,000,000   (3) 3,530,000
   (4) 3,006,000   (5) 4,000,600

NON-VERBAL EXAMINATION

This is a test to see what you know about tools and other things. In each case look at the picture on the left. Then decide which ONE of the four beside it BELONGS to it in some way.

Put an X completely through the one you choose.

EXAMPLES:

1.

The man in the first picture is raking leaves so he should be using the *rake*.

An X has been put through the rake to show that this is the right answer.

NOW DO THE NEXT TWO EXAMPLES:

2.
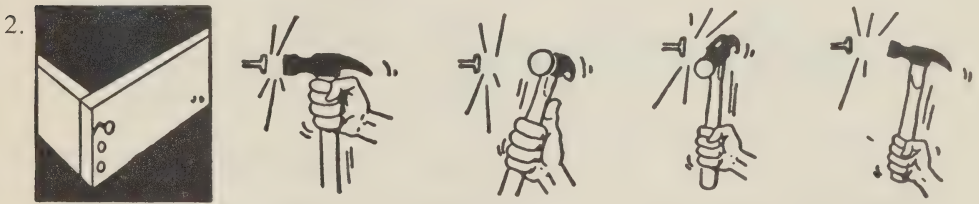
You should have put an X through the last picture because it shows the right way to hold a hammer.

3.
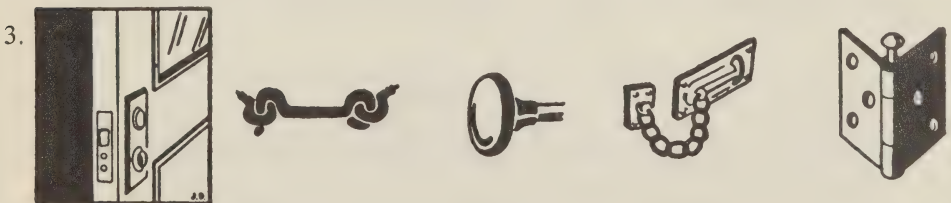
You should have put an X through the knob, because it is a part of the lock.

REMEMBER: In some questions you will be looking *for the right way to do something;* in others you will be looking for the *right tool to use;* and in others you will be looking *for a missing part or a part that belongs.*

[17]

NUMBER AND LETTER SERIES

Numbers

What is the next number in the following series?

1. 3, 6, 9, 12, 15,
   (1) 13   (2) 20   (3) 17   (4) 18   (5) 19

2. 4, 12, 36, 108,
   (1) 324   (2) 144   (3) 216   (4) 432   (5) 160

3. 15, 16, 14, 15, 13, 14, 12,
   (1) 15   (2) 14   (3) 13   (4) 10   (5) 11

4. 2, 1, 4, 3, 6,
   (1) 5   (2) 1   (3) 12   (4) 7   (5) 4

5. 6, 12, 14, 28, 30,
   (1) 50   (2) 60   (3) 48   (4) 54   (5) 72

Letters

What is the next letter in the following series?

1. A, B, D, E, G, H, J, K,
   (1) O   (2) L   (3) N   (4) M   (5) I

2. B, A, Z, D, C, Y, F, E, X,
   (1) H   (2) G   (3) W   (4) J   (5) V

3. Z, Y, X, U, V, W, T, S, R,
   (1) N   (2) O   (3) P   (4) Q   (5) M

4. C, E, H, J, M, O, R, T, W,
   (1) Z   (2) U   (3) Y   (4) V   (5) S

5. B, G, G, C, H, H, D,
   (1) H   (2) G   (3) E   (4) F   (5) I

PROVERBS

1. Which one of the following statements explains the proverb: "He made a virtue of necessity."

   (1) to follow the line of duty is the greatest virtue
   (2) a poor man is more often honest than a rich one
   (3) he succeeded in spite of hard circumstances
   (4) virtue is its own reward
   (5) he did graciously what circumstances forced him to do

2. Which one of the following statements explains the proverb: "A bird in the hand is worth two in the bush."

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(¹) birds of a feather flock together
(²) procrastination is the thief of time
(³) a stitch in time saves nine
(⁴) possession is more certain than anticipation
(⁵) patience is a virtue

READING COMPREHENSION

1. "The noticeable increase in the tourist trade was of more benefit to the Canadian economy in 1948 than it was in the previous year because of the smaller net receipts from the United States tourists."

   Which one of the following words spoils the meaning in the above sentence?

   (¹) benefit   (²) previous   (³) smaller   (⁴) receipts
   (⁵) net

2. "When I am enjoying anything very much time seems to go very quickly. I noticed this the other day when I spent the whole afternoon reading a very . . . . book."

   You are to select the word missing from the above paragraph by deciding which one of the five words listed below best fits in with the meaning of the sentence.

   (¹) dull   (²) long   (³) technical   (⁴) interesting
   (⁵) complicated

3. "In the larger centres the main libraries are conducted as municipal institutions usually by a board appointed by the city or town council. The more numerous smaller libraries are conducted by voluntary associations. Small provincial grants are given to libraries of both types in most of the provinces, but not in New Brunswick, Quebec and Manitoba."

   Each of the following three questions consists of a statement based on the above quotation. Assuming that the information contained in the quotation is true, decide which one of the following three choices is your judgment regarding the statement in each question. Base your answer on the material contained in the quotation and do not make use of any previous information you may have.

   (¹) The statement is true.

   (²) You cannot be absolutely certain whether the statement is true or false.

   (³) The statement is false.

1. In all centres, the main libraries are conducted as municipal institutions.

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2. Ontario gives a larger provincial grant to libraries than does British Columbia.

3. In the large centres the main library is administered by a board appointed by a municipal council.

SIMILARITIES AND DISSIMILARITIES

Similarities

In each of the following two questions, five things are given, of which only two can be put in the same category because they are the same or most alike in some significant way. Select these two things from among the choices given.

1. (A) apple   (B) automobile   (C) orange   (D) cloud   (E) charity

    (1) A and B   (2) A and C   (3) B and D   (4) B and E
    (5) D and E

2. (A) speed   (B) length   (C) strength   (D) colour   (E) width

    (1) A and B   (2) A and C   (3) B and E   (4) C and D
    (5) C and E

Dissimilarities

1. Which one of the following things least resembles the four others?

    (1) eagle   (2) pigeon   (3) canary   (4) owl
    (5) salmon

2. Which one of the five words does not belong in the group?

    (1) noisy   (2) loud   (3) soothing   (4) blaring
    (5) shrill

SORTATION

Following are given five "Sorting Frames" into which groups of three capital letters are sorted. In Frames 1, 2, 3, and 4 are listed the three-letter groups which are sorted under each particular frame. Any group of letters not listed in Frames 1, 2, 3, or 4 is placed in Frame 5.

Frame	Frame	Frame	Frame	Frame
1	2	3	4	5
GIT	AEY	TNI	EOM	All groups of
NOV	NES	EIF	TOV	letters not listed
WAC	OPH	KET	XUJ	in any one of
				Frames 1, 2, 3, or 4

For each of the following two questions, you are to find the number of the frame into which the group of letters should be sorted. Blacken the

"bubble" numbered the same as the frame into which the group of letters should be sorted.

1. OPH
2. MUS

SPELLING

For each one of the following questions find the word which is spelled incorrectly.

1. (1) correlate   (2) analysis   (3) absence   (4) business
   (5) correspondance

2. (1) sincerly   (2) acknowledge   (3) recommend   (4) mortgage
   (5) already

3. (1) atmosphere   (2) finance   (3) organization   (4) calandar
   (5) address

VERBAL ANALOGIES

1. Shoe is to foot as hat is to
   (1) brim   (2) head   (3) straw   (4) felt
   (5) arm

2. Granary is to wheat as library is to
   (1) desk   (2) books   (3) paper   (4) librarian
   (5) read

3. Apple is to fruit as radish is to
   (1) vegetable   (2) tomato   (3) red   (4) good
   (5) salad

VOCABULARY

Synonyms

1. Conform is nearest in meaning to
   (1) agree   (2) speak   (3) dispute   (4) delay
   (5) disagree

2. Indemnity is nearest in meaning to
   (1) censure   (2) compensation   (3) indication   (4) loss
   (5) accusation

Antonyms

1. Retain is most nearly the opposite of

    (1) repeat   (2) detain   (3) keep   (4) discard
    (5) report

2. Forgive is most nearly the opposite of

    (1) condone   (2) hate   (3) impugn   (4) condemn
    (5) alienate

Definitions

1. To ignite means to

    (1) set afire   (2) overlook   (3) explain   (4) illustrate
    (5) fall asleep

2. From among the five choices given, select the word or phrase which best defines the underlined word.

    Debris

    (1) covering   (2) scattered fragments   (3) gravel
    (4) garbage   (5) crack or split

SHORTHAND

Dear Mr. Wilson:

I must apologize for not forwarding sooner to you the information you requested when you called to see me last month. Our employees have been very busy mailing our annual financial statements to all our policy-holders.

You mentioned that you were planning a course to train office staff and asked me to let you know the type of girl we required in each of our separate divisions. In the executive offices we prefer secretaries with a good education along with several years of business experience, while in the legal division, stenographers who have training in a law office are most acceptable. The accounting section is desirous of securing girls with an aptitude for figures and the ability to set up balance sheets neatly, clearly and accurately. Employees with high scholastic standing and, even better, with a university background are very valuable for the statistics branch. While we have a few comptometer operators, there is little demand for bookkeepers. Persons with teaching experience are usually considered to be dependable and able to adapt themselves quickly to clerical work.

I have given you only a broad outline of our general requirements and if you feel you would like a list in greater detail, please advise me.

I hope that you will call at our office again when our Personnel Director is available as she would be very interested in discussing with you some of the problems that have confronted her.

Yours truly

TYPEWRITING

Time: 10 minutes

Employers also seek to place workers so that training is matched with the requirements of the available jobs. The success of this depends upon the knowledge which the placement officer has of the needs of the position and of the background of the applicant.

It has long been recognized that the head of the organization or his personnel director, needs complete information about the occupation, which in turn involves an understanding of the duties performed, how and why they are carried out, and the skill and physical demands involved.

Insight is also desired into the capabilities of the individual applying for the work—an appreciation of his training, experience, interests, determination and ability to learn and to get along with other people. Based on such factors a good match can be effected, which is in the best interest of both employer and employee.

The necessary information on both these aspects of selection has been obtained in many ways. The methods used depend not only upon the size of the company, and the volume of its appointments, but also upon the personal inclinations of the hiring body. In some cases, the choice may be determined by a complete set of job analyses; in others, he may draw on the concepts gained by years of association with plant operations. For the assessment of applicants, complete physical examinations may be coupled with trade tests; whereas, the employer and his staff may rely solely upon interviews and an understanding of human nature.

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ANSWERS

ARITHMETIC: 1. (2)   2. (4)   3. (2)   4. (1)   5. (2)
              6. (2)   7. (4)   8. (1)   9. (4)   10. (3)

BLOCK DESIGN ANALYSIS: 1. (1)   2. (3)   3. (1)

CHECKING
    Names and Addresses: 1. (2)   2. (5)   3. (4)
    Numbers: 1. (2)   2. (4)   3. (3)
    Pairs: 1. (3)   2. (2)   3. (5)   —   1. (2)   2. (5)
    Reversed Numbers: 1. (2)   2. (3)   3. (4)
    Inscriptions: 1. (3)   2. (5)   3. (4)

CODING: 1. (2)   2. (1)   3. (3)   4. (5)   5. (4)

DIAGRAM ANALOGIES: 1. (5)   2. (1)   3. (3)

FILING
    Dates: 1. (1)   2. (4)   3. (1)
    Inscriptions: 1. (5)   2. (1)
    Names: 1. (1)   2. (3)   3. (4)
    Numbers: 1. (1)   2. (5)   3. (2)

FOLLOWING DIRECTIONS: 1. (4)   2. (1)

GENERAL KNOWLEDGE: 1. (3)   2. (2)   3. (3)   4. (4)   5. (1)

GRAMMAR: 1. (1)   2. (5)

INTERPRETATION OF TABLES: 1. (3)   2. (4)

JUMBLED SENTENCES: 1. (5)   2. (2)

LOGICAL INFERENCE: 1. (3)   2. (3)

MEMORY: 1. (2)   2. (3)   3. (1)   4. (4)

NON-VERBAL EXAMINATION:

NUMBERS AND LETTER SERIES: 1. (4)   2. (1)   3. (3)   4. (1)   5. (2)
                           1. (4)   2. (1)   3. (2)   4. (3)   5. (5)

PROVERBS: 1. (5)   2. (4)

READING COMPREHENSION: 1. (3)   2. (4) — 1. (3)   2. (2)   3. (1)

SIMILARITIES AND DISSIMILARITIES: 1. (2)   2. (3) — 1. (5)   2. (3)

SORTATION: 1. (2)   2. (5)

SPELLING: 1. (5)   2. (1)   3. (4)

VERBAL ANALOGIES: 1. (2)   2. (2)   3. (1)

VOCABULARY
    Synonyms: 1. (1)   2. (2)
    Antonyms: 1. (4)   2. (4)
    Definitions: 1. (1)   2. (2)

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